

**BY ORDER OF THE COMMANDER  
AIR FORCE MATERIEL COMMAND**



**AIR FORCE MANUAL 33-326  
AIR FORCE MATERIEL COMMAND  
Supplement 1  
12 MAY 2000**

**Communications and Information**

**PREPARING OFFICIAL COMMUNICATIONS**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://www.e-publishing.af.mil>

---

OPR: HQ AFMC/SCDP (Mr. Glen Purath)  
Supersedes AFMAN 37-126/AFMCS1,  
30 Aug 96 and AFMAN 37-127/  
AFMCS1, 30 Aug 96.

Certified by: HQ AFMC/SCD (Mr. Gary S. Brooks)  
Pages: 8  
Distribution: F

---

**AFMAN 33-326, 1 November 1999, is supplemented as follows:**

This supplement does not apply to the Air National Guard or US Air Force Reserve unit and members. Units may further supplement this AFMAN and command supplement, as required. Field units will send copies of supplements to HQ AFMC/SCDP, 4225 Logistics Avenue, Room A112, Wright-Patterson AFB OH 45433-5744.

**SUMMARY OF REVISIONS**

This supplement supersedes AFMAN 37-126/AFMCS1, 30 August 1996 and AFMAN 37-127/AFMC Supplement 1, 30 August 1996

1.3.1. We highly recommend using the AFMC Action Officer Guide (AOG) when preparing official correspondence. The AOG is an automated tool, which incorporates templates and instructions for completing official/personal memorandums, staff summary sheets (SSS), point papers, background and bullet papers, briefing charts, position papers and citations. The AOG is available for free downloading off the world wide web at URL: <http://www.aog.wpafb.af.mil/>.

1.3.13. Do not mail original paper correspondence when the information has been forwarded via fax or email unless the recipient requires it.

1.4.3. Command sections may use AFMC Form 42, **Command Section Action Assignment**, or an automated system or form to suspend subordinate staff offices. Subordinate staff offices may use AFMC Form 42; AF Form 388, **Communications Control Record**; or an automated system or form. Directorate, staff office, direct reporting unit (DRU), or field operating activity (FOA) executives may request extension or cancellation of a command section suspension by calling the responsible command section executive before the assigned date. When a discrepancy in the assignment of office of primary responsibility (OPR) exists, the assigned directorate/staff office/DRU/FOA executive resolves the discrepancy and then notifies the responsible command section administrative office of the transfer in OPR.

1.4.3.1. (Added) Suspense Tracking System (STS). At HQ AFMC, the STS is used to track correspondence within the HQ AFMC Command Section using bar code technology. The STS may also be used to track documents internally within a directorate or staff office. HQ AFMC offices sending correspondence to the HQ AFMC Command Section enter the document information into the STS and affix a bar code label to the first page of the correspondence (but not to an original document that is to be signed). Conversely, HQ AFMC Command Section enters information into the STS and affixes a bar code label to documents they are sending to HQ AFMC offices. Offices receiving correspondence with a bar code label affixed "scan" the bar code label (or key in manually) to update the location of the correspondence in the STS. "Scan" the bar code label (or key in manually) so the number is recorded into the STS. (Refer to STS Users Manual for instructions on use of the STS.)

2.1.2. At HQ AFMC, for communications prepared for command section signature, do not prepare and forward a command section read file copy. HQ AFMC Command Section reproduces a copy of the signed original document for their read file. Check with your command section for their internal policy.

2.3. **Printed Letterhead.** On AFMC bases, the base administrative communications manager reviews all printing requests for newly established or renamed organizations. Attach to the printing request form two sample copies of the requested letterhead and a copy of the G-series order that established the organization.

**2.7. Slogans. Slogans on letterhead stationery are prohibited.**

3.1.2. At HQ AFMC, only blue letterhead stationery will be used for communications prepared for command section signature. Check with your local command section for their internal policy.

3.1.4. At HQ AFMC, for communications prepared for command section signature, do not use dot matrix printers. Check with your local command section for their internal policy.

3.1.6. When communications are rewritten or changed, draw a diagonal line through the part/portion of the document and include/return the marked-up copy in the package. Re-coordinate when necessary.

3.3.2. You may adjust the "MEMORANDUM FOR" element to begin two lines below the Department of Defense (DoD) seal in order to keep your memorandum to one page in length. Include a complete address in all caps if corresponding with non-Air Force addressees, e.g., dealing with contractors on official matters, or if needed for reference purposes.

3.3.2.1. Address letters or memorandums of appreciation, commendation, or congratulations for matrixed (loaned) personnel to their two-letter home office, or commander, whichever is appropriate. Forward a courtesy copy to their matrixed two-letter office.

3.3.2.3. A list of HQ AFMC categorical addresses is located on the internet at URL:

<http://www.afmc-mil.wpafb.af.mil/organizations/HQ-AFMC/SC/scd/scdp/admncomm/catadd.htm>.

3.3.2.4. Addresses must be aligned as shown. If more than six addressees, recommend "SEE DISTRIBUTION" be used.

3.3.3. The abbreviation "THRU" is authorized.

3.3.6. Begin references three lines below the SUBJECT. You may reduce this to two lines in order to keep your memorandum to one page in length.

3.4.1. Begin typing the text three lines below the SUBJECT. You may reduce this to two lines in order to keep your memorandum to one page in length. At HQ AFMC, for communications prepared for command section signature, do not double space the text even if less than eight lines long.

3.4.10. (Added) On commendation letters/ memorandums for civilian employees, include a statement in the last paragraph that a copy of the letter/ memorandum will be placed in the individual's official personnel folder and an information copy will be forwarded to the local civilian personnel flight.

3.5.2. You may reduce this to the fourth line below the text in order to keep your memorandum to one page in length. Lengthy signature elements may be adjusted toward page center. At HQ AFMC, complete the signature element on communications prepared for command section signature.

3.5.2.4. When there are multiple action addresses, reproduced signed copies are authorized.

3.5.3. Distribution lists are not listed as an attachment.

3.5.6. At HQ AFMC, do not place an automated file designator element on any original memorandum/ letter.

3.7.1. Coordination stamps are authorized. When communications are rewritten, draw a diagonal line through the original official file copy and write under the coordination block, "coordination valid." On the new (rewritten) official file copy, write under the coordination block, "see attached for coordination." Keep these two copies together. Re-coordination is not required unless the content of the communication is changed. Coordinate electronically whenever possible.

3.9. **Arranging Correspondence.** The preferred method for assembling communications, without a SSS, for signature is shown in attachment 1 of this supplement. Attachment 2 contains instructions for assembling staff summary sheet packages. At HQ AFMC, communications prepared for command section signature will be returned to the originator for dispatch after signature. Check with your local command section for their internal policy.

### **Figure 3.1. Sample Office Memorandum.**

In order to keep memorandums to one page in length, the "MEMORANDUM FOR" element may begin two lines below the Department of Defense seal, and the text may begin two lines below the "SUBJECT" element (otherwise it should begin three lines below).

4.1. **Personalized Letter.** Prepare replies to congressional inquiries in the personalized letter format.

4.1.1.2. Use organizational designation and office symbol in place of duty title in the return address. Include the duty title in the signature element. At HQ AFMC, for personal letters prepared for command section signature, do not include the complete return address of the sender on the correspondence and use only the special "Office of the Commander" and "Office of the Vice Commander" stationery. Check with your local command section for their internal policy.

4.4. **Short Note Reply.** Prepare short note replies as prescribed by AFH 33-337, *The Tongue and Quill*, except use of the TO: caption in place of MEMORANDUM FOR caption is also authorized. Place the signature element at three spaces to the right of page center.

4.5. **Memorandum for Record (MR).** AFMC Form 90, **Conversation Coordination Record**, may be used to document a discussion or oral agreement.

4.10. **Endorsement Memorandums.** Prepare endorsements as prescribed by AFH 33-337 except use of the TO: caption in place of MEMORANDUM FOR caption is also authorized.

### Figure 4.1. Sample Personalized Letter.

Use organizational designation and office symbol in place of name and duty title in the return address. At HQ AFMC, for personal letters prepared for command section signature, use only the "Office of the Commander" and "Office of the Vice Commander" stationery and do not include the complete return address of the sender.

**8.2. Optional Form (OF) 41, Routing and Transmittal Slip. AFMC Form 92, Interoffice Routing Slip.** This form may be used for the internal office circulation of bulletins, notices and documents not intended for general distribution. The internal routing information may be overprinted. Overprinted forms should show required overprint identifier in the lower right portion of the form.

**8.3. Optional Form (OF) 363, Memorandum of Call. AFMC Form 91, Communications Log.** This form, or an automated system, may be used to keep a record of incoming communications.

**8.5. AF Form 388, Communication Control Record. AFMC Form 42, Command Section Action Assignment** , or an automated system or form may be used for suspense control.

**8.6. AF Form 1768, Staff Summary Sheet.** At HQ AFMC, use AF Form 1768 or an approved electronic version on communications forwarded to the command section for signature or approval. Legible write-in changes may be made on the SSS. Check with your local command section for their internal policy. When background material for SSS packages is lengthy, the OPR should prepare an executive summary explaining the document and include the summary in the package instead of the actual document. Format will be on plain bond paper typically in point paper format.

**8.6.1.** Since the original SSS becomes the official file copy, show all other subordinate coordination on the reverse side of the original SSS. When obtaining simultaneous coordination, type the surname, grade and date of the coordinating official on the original SSS. Do not forward the actual coordinated copies with the original SSS. These actual coordinated copies of the SSS will be retained in the originator's office and attached to the original SSS when returned. See attachment 3 of this supplement for assembling a SSS package. You may use AFMCVA 33-2, *Signature Marker*, stapled to a piece of bond paper as a divider when more than one document is to be signed. You may also attach AFMCVA 33-3, *Immediate Attention*, on the outside of the folder to indicate the importance of processing the SSS package in a timely manner. At HQ AFMC, remove AFMCVA 33-3 from folder before sending package to the AFMC Command Section. Check with your local command section for their internal policy.

### Figure 8.1.

**Footnote 1.** Ensure the SSS package is addressed so that it may be returned to the originating office for final review before being forwarded to the command section.

**Footnote 13.** The signature is required.

**10.3. Assigning Office Symbols.** Use standard functional office symbols for every function, even if being operated by contract personnel; e.g., if the transportation function within a logistics group is out-sourced, the office symbol "LGT" must continue to be used for that function. Symbols for functional Quality Assurance Evaluators (QAE) will be the functional symbol and the letter "Q" added at the end; e.g., the QAE's symbol for the "LGT" function would be "LGTQ."

**10.4.4.** The local communications and information office will notify the local Base Information Transfer Center and message center of all approved organizational changes. Announcements regarding reorganizations should include the old office symbol and title as well as the new office symbol and title.

10.5.2. AFMC standard command-unique two-position office symbols are located on the internet at <http://www.afmc-mil.wpafb.af.mil/HQ-AFMC/SC/scd/scdp/admncomm/offsym.htm>. Requests for additions, exceptions or changes to these command-unique standards must be processed through your local servicing manpower and administrative communications offices and then forwarded to HQ AFMC/XPMO and HQ AFMC/SCDP for final approval. At HQ AFMC, send requests for any new office symbols, or changes to existing office symbols, through HQ AFMC/XPMO to HQ AFMC/SCDP for approval.

10.5.3. AFMC field administrative communications offices must notify HQ AFMC/SCDP when a command-unique office symbol is no longer used. AFMC field administrative communications offices must maintain a complete listing of all their office symbols including all subordinate units, detachments and operating locations. Forward a copy of the list, or the web site location of an electronic list to HQ AFMC/SCDP 15 January each year. HQ AFMC/SCDP maintains a list of HQ AFMC and all two-position office symbols used within AFMC. This list is accessible through the internet at URL: <http://www.afmc-mil.wpafb.af.mil/HQ-AFMC/orgchart.html>.

10.5.4. Requests for additions, exceptions or changes to any standard Air Force office symbol, located on the World Wide Web at <http://afdir.hq.af.mil/afdir/fas.cfm>, must be processed through your local servicing manpower and administrative communications offices. Forward approved requests to HQ AFMC/XPMO and HQ AFMC/SCDP for review. They will then be forwarded to HQ AFCA/GCO and HQ USAF/XPMO for final approval.

10.5.5. Requested office symbols will not be used until approved through the appropriate manpower and administrative communications channels.

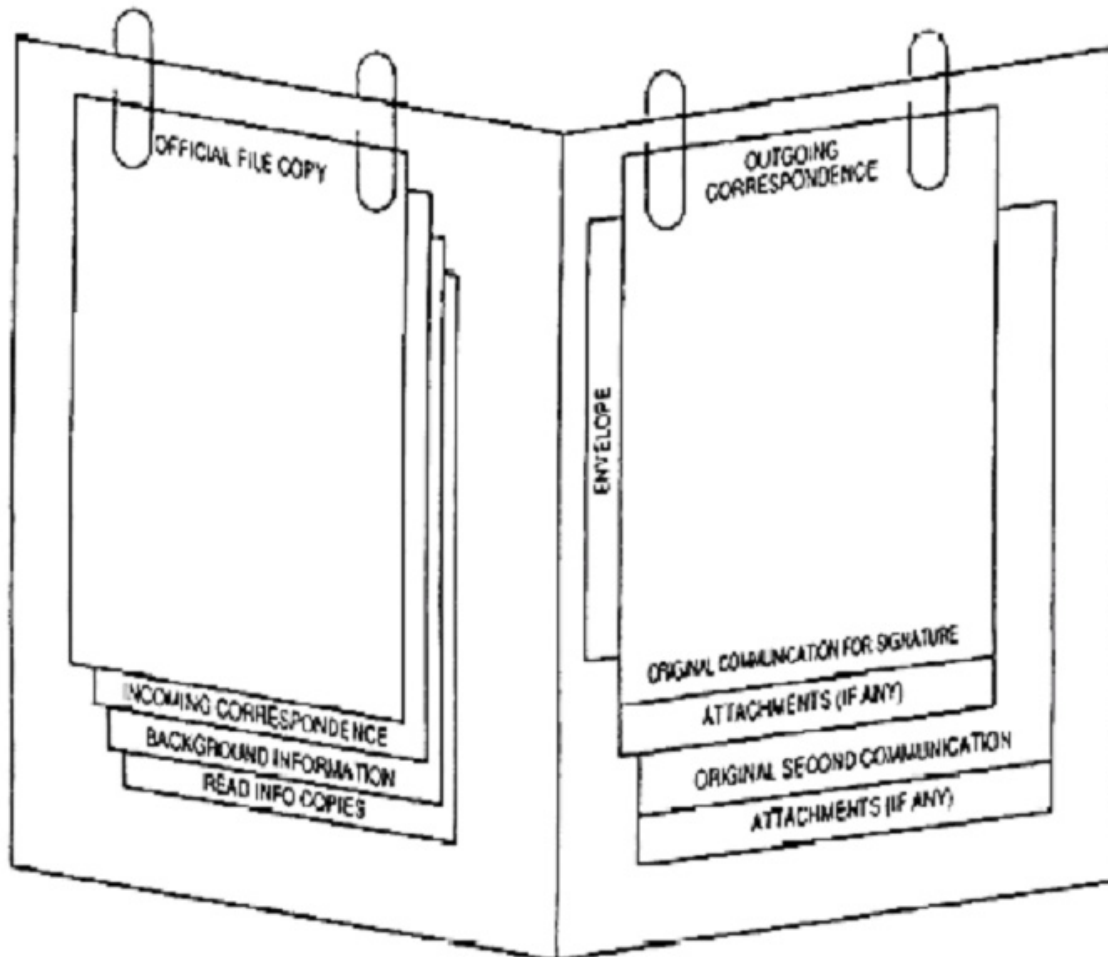
10.6. **Forms and Visual Aids (VA) Prescribed.** AFMC Forms 42, 90, 91, 92 and AFMCVAs 33-2 and 33-3.

## Attachment 5 (Added)

## ARRANGEMENT OF CORRESPONDENCE IN FOLDER

(When the SSS is not required)

Figure A5.1. (Added) Arrangement of Correspondence.



## Attachment 6 (Added)

## AF FORM 1768 SSS, PACKAGE ASSEMBLY INSTRUCTIONS

Figure A6.1. (Added) AF Form 1768.

STAFF SUMMARY SHEET							
	TO	ACTION	SIGNATURE (Name, GRADE AND DATE)		TO	ACTION	SIGNATURE (Name, GRADE AND DATE)
1	AFMC/ DP	Coord		6	AFMC/ CC	Sig	
2	AFMC/ JA	Coord		7			
3	AFMC/ SC	Review		8			
4	AFMC/ CD	Coord		9			
5	AFMC/ CV	Coord		10			
SURNAME OF ACTION OFFICER AND GRADE			SYMBOL	PHONE		TYPIST'S INITIALS	SUSPENSE DATE
Rhoads, Ms., GS-13			AFMC/SCDP	77622		gip	CVEA ##-####
SUBJECT							DATE
Assembly Instructions for Staff Summary Sheet (SSS) Package							
<p><b>SUMMARY</b></p> <p>1. When addressing your SSS, ensure the last addressee before the command section is the originating 2-Ltr/CTR/DRU/FOA. This allows the originating 2-Ltr/CTR/DRU/FOA to review the package to verify all required coordination has been obtained and any nonconcurrency resolved before forwarding to the command section.</p> <p>2. Tab all the listed attachments to the SSS. Place these tabs on the bottom of plain bond paper starting from the right side working left as follows:</p> <p>a. TAB 1-Original communication for signature which is placed on the right side of the folder (NOT ACTUALLY TABBED). Do not staple. If there is more than one letter or document to be signed, put a divider between each.</p> <p>b. TAB 2-Place on top of the tasking/incoming communication, if any.</p> <p>c. TAB 3-Place on top of the background material referenced in the SSS. If the material is general in nature, place everything under TAB 3. If the writer specifically references certain documents within the SSS text, each document referenced must be individually tabbed.</p> <p>3. Do not include any file copies with SSS packages forwarded to the AFMC Command Section. Check with your local command section for their internal policy.</p> <p>4. Do not place suspense cover sheet(s)/form(s) on the outside of the folder on packages forwarded to the AFMC Command Section. Leave the suspense cover sheet(s) attached to the tasker and fold the suspense cover sheet(s) over behind the tasker. Then place the tasker behind the appropriate tab sheet. Reference the CVEA suspense number either in the SUSPENSE DATE block or place it in parenthesis after the subject of the SSS. Check with your local command section for their internal policy.</p> <p>5. If a SSS is submitted for information only (no outgoing communication), place the original SSS with all pertinent material attached on the right side of the folder.</p> <p>6. RECOMMENDATION. Use this caption to state action required, e.g., CC sign proposed response. Do not use this caption on a SSS being submitted for information only.</p>							
HENRY R. BLOCK Director of Communications and Information				3 Tabs 1. Proposed Memo 2. Tasking/Incoming Memo/Ltr 3. Background Material			



## Attachment 7 (Added)

## STAFF SUMMARY SHEET PACKAGE

Figure A7.1. (Added) Staff Summary Package.

**LEFT SIDE OF FOLDER**

**RIGHT SIDE OF FOLDER**

**STAFF SUMMARY SHEET**

NO.	DATE	ISSUED BY	TO	FROM	REMARKS
1	1999	AFMCSUP	AFMCSUP	AFMCSUP	
2	1999	AFMCSUP	AFMCSUP	AFMCSUP	
3	1999	AFMCSUP	AFMCSUP	AFMCSUP	
4	1999	AFMCSUP	AFMCSUP	AFMCSUP	
5	1999	AFMCSUP	AFMCSUP	AFMCSUP	
6	1999	AFMCSUP	AFMCSUP	AFMCSUP	

1. When submitting staff summary sheets to the staff summary sheet (SSS) package, the submitter must ensure that the package is properly labeled and that the package is properly sealed. The package must be sealed with a tamper-evident seal. The package must be sealed with a tamper-evident seal. The package must be sealed with a tamper-evident seal.

2. The package must be sealed with a tamper-evident seal. The package must be sealed with a tamper-evident seal. The package must be sealed with a tamper-evident seal.

3. The package must be sealed with a tamper-evident seal. The package must be sealed with a tamper-evident seal. The package must be sealed with a tamper-evident seal.

4. The package must be sealed with a tamper-evident seal. The package must be sealed with a tamper-evident seal. The package must be sealed with a tamper-evident seal.

5. The package must be sealed with a tamper-evident seal. The package must be sealed with a tamper-evident seal. The package must be sealed with a tamper-evident seal.

6. The package must be sealed with a tamper-evident seal. The package must be sealed with a tamper-evident seal. The package must be sealed with a tamper-evident seal.

**DEPARTMENT OF THE AIR FORCE**  
**AFMCSUP**  
**AFMCSUP**  
**AFMCSUP**

**SUBJECT: Assembly Instructions for Staff Summary Sheet (SSS) Package**

1. The package must be sealed with a tamper-evident seal. The package must be sealed with a tamper-evident seal. The package must be sealed with a tamper-evident seal.

2. The package must be sealed with a tamper-evident seal. The package must be sealed with a tamper-evident seal. The package must be sealed with a tamper-evident seal.

3. The package must be sealed with a tamper-evident seal. The package must be sealed with a tamper-evident seal. The package must be sealed with a tamper-evident seal.

4. The package must be sealed with a tamper-evident seal. The package must be sealed with a tamper-evident seal. The package must be sealed with a tamper-evident seal.

5. The package must be sealed with a tamper-evident seal. The package must be sealed with a tamper-evident seal. The package must be sealed with a tamper-evident seal.

6. The package must be sealed with a tamper-evident seal. The package must be sealed with a tamper-evident seal. The package must be sealed with a tamper-evident seal.

**William G. Ludt**  
**Colonel, USAF**  
**Deputy Director, Communications and Information**

**Original Communication for Signature**

**With 1**

**Arch 1**

**Original Communication for Signature**

WILLIAM G. LUDT, Colonel, USAF  
 Deputy Director, Communications and Information